




**HOOPA VALLEY TRIBAL
OFFICE OF EMERGENCY SERVICES**
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MEMORANDUM

To: All Tribal Departments
All Tribal Employees

From: Amos Pole, Incident Commander 
Byron Nelson, Jr., Chairman
Tribal Council

CC: Elizabeth Turner, Human Resources
Office of Tribal Attorney

Date: March 20, 2020

RE: Updated Determination of Essential and Non-Essential Departments, Businesses, and Employees in Accordance with the Pandemic Response Plan

Effective immediately all non-essential departments, businesses, and employees are placed on eighty (80) hours of Administrative Leave, pursuant to the Public Health Emergency Leave policy until April 2, 2020.

The following departments have been deemed non-essential:

1. HCATEP
2. Education Afterschool Program
3. Child Care Food Program
4. Child Development/Preschool
5. JOM/Indian Education Center
6. Vocational Rehab
7. Early Head Start
8. Head Start
9. Recreation
10. Hoopa Fire Department- WUI Crew
11. Housing Improvement Program
12. Fisheries Department
13. Forestry/Wildlife (except essential employees and Nursery)
14. TEPA
15. Land Management
16. Musuem
17. THPO
18. Self-Governance

19. Child and Family Services
20. Fiscal
21. Human Resources
22. Plant Management
23. Elections
24. HFI

The following businesses have been deemed essential:

1. Hoopa Grocery Store
2. Hoopa Mini Mart
3. Tswenaldin Inn

Please note that essential and non-essential determinations may change as we are given updated guidance on how to make these determinations and we the Tribe responds to the COVID-19 Pandemic.